

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
March 28, 2011**

Members Present: Chairman Jim Sharon; Billy Fried; Scott Holewinski; and John Hoffman.

Members Excused: Paul Dean.

Others Present: Curt Krouze, Buildings & Grounds Director; Dianne Jacobson, Department on Aging Director; Walter and Maxine Meyer; Chief Deputy John Sweeney; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 10:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the agenda by Hoffman/Fried. All aye on voice vote. Motion to approve the committee meeting minutes of February 21, 2011 with no additions, deletions or corrections by Holewinski/Hoffman. All aye on voice vote.

REQUEST BY DEPARTMENT ON AGING - USE OF FORMER WPS BUILDING FOR ANNUAL RUMMAGE SALE MAY 2-7, 2011

Jacobson stated that in the past the group had used the River Street garage, but is no longer available. She stated the facility would be used for three days for set up and three days for the actual sale. Jacobson indicated the group would rent the handicap-accessible porta-potty and have it on-site for use as needed by the public. She related that the sale usually nets about \$4,000.

Motion by Holewinski/Hoffman to allow the department on aging to use the former WPS building for their annual rummage sale May 2-7, 2011, as requested. All aye on voice vote.

UPDATE ON OPTIONS FOR COMPUTER INFRASTRUCTURE AT NORTHERN ADVANTAGE JOB CENTER BUILDING

Krouze stated that he received an update from Lynn Grube, IT Director, who indicated that they have run into problems with trying to proceed with the dedicated fiber optic line from the courthouse to the job center building. He stated that issues arose with regard to being able to pull the wire before the frost went out. He stated additional requirements must be met, including testing for pole strengths and checking the distance between poles, all poles must be

anchored with additional apparatus, and the county would have to pay to move the lines above where the county's lines would be located. Krouze stated that, additionally, it was determined that two poles are owned by Frontier, so an outside the agreement would have to be worked out with Frontier. Krouze stated, finally, the meeting of all requirements would have to be certified by an engineer. Krouze stated that Grube related there is a need to establish an optimum route, now knowing the requirements, and she is in the process of trying to establish it. Krouze stated that this project would have to wait for the snow to melt, as they will need measurements void of snow. He stated that there is a chance that they may be able to do the same pricing (as was previously offered) in November. He stated Grube indicated to him that she would like to put together a new presentation exploring other options.

Supervisor Fried stated that Grube should be prepared to come before the committee to explain this situation. Reasons for the committee selecting this option were discussed.

Krouze stated that Grube discussed a low-cost option to set the building up between now and winter, and at that time, we could look at a more permanent option. He stated that she indicated she would put together a presentation to the committee in the near future.

Committee members discussed the need to meet more often during the construction process for both projects.

PRELIMINARY ARCHITECTURAL PLANS FOR SHERIFF'S DEPARTMENT STORAGE

Krouze provided a set of preliminary plans received from Venture Architects for the sheriff's department storage for committee review. Committee members reviewed the preliminary drawings. Krouze stated that Tom Poweleit met with county staff to obtain information on the county's needs to develop a configuration that will work most efficiently for additional storage without using space where a third or fourth pod could be constructed in the future.

Sweeney noted that the loading dock had been eliminated, as staff will be using a forklift instead.

Committee members reviewed and discussed the preliminary plans.

Krouze stated that the ideas and suggestions from committee members and staff would be incorporated, and alternate bids would be requested as well. Committee members discussed adding an additional stall into the alternate bid to allow for two stalls for cars to be worked on in the maintenance area. Supervisor Holewinski suggested that the landfill and highway departments should be contacted to see if they would have a use for the wire cages that would be removed from the present garage. Supervisor Fried requested that the

committee have their next meeting at the law enforcement center so the committee could better visualize how this will layout in the building. Members of the committee indicated they were favorable to the preliminary plans, with suggested changes to be incorporated, and requested staff obtain pricing estimates from the architects.

NON-BUDGETED ITEM REQUESTS

There were no non-budgeted item requests at this time.

YEAR END LINE ITEM TRANSFERS

Krouze presented line item transfers to cover overdrawn accounts for committee review. Motion to approve the year-end 2011 line item transfers by Holewinski/Hoffman. All aye on voice vote.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. A list of construction bills paid was also included. Motion to approve payment of the bills and blanket purchase orders by Hoffman/Holewinski. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Chairman Sharon stated that items for the next agenda should include a presentation by Grube on computer infrastructure at Northern Advantage Job Center building and other items as they arise.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, April 18, 2011. Krouze asked the committee to change their meeting schedule as he would be out of town on vacation. Chairman Sharon announced the committee would hold their next meeting on Monday, April 11, 2011 at 11:00 a.m., planning the meeting would be called to order at the sheriff's department parking area, the committee would view the future construction site, and then come back to the courthouse building for the remainder of their meeting. He stated that the May 2011 meeting schedule would be: Monday, May 2, 2011 at 9:00 a.m. at the courthouse, and Monday, May 16, 2011 at 9:00 a.m. at the job center. The committee discussed holding additional meetings during the construction process of these projects, and holding meetings at the construction sites.

ADJOURNMENT

The meeting adjourned by a motion of Holewinski/Fried. The time was 11:40 a.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary